



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • www.lacdc.org • TTY: 323.838.7449



Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

**AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, MARCH 23, 2005
12:00 NOON
959 PALM AVENUE
WEST HOLLYWOOD, CA 90069
(323) 653-3090**

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1. Call to Order:

2. Roll Call:

Henry Porter, Jr., Chair
Lynn Caffrey Gabriel, Vice Chair
Chris Amegatcher
Severyn Aszkenazy
Philip Dauk
Treneatra Farmer
Sharon M.Y. Lowe
Andrew Nguyen

3. Reading and Approval of the Minutes of the Previous Meeting:

Regular Meeting of February 23, 2005

4. Report of the Executive Director

5. Staff Presentation: Lease Renewal for CDC Headquarters Michael Popwell and Theresa Wesson

6. Staff Presentation: 2005 NAHRO Legislative Conference – Rebecca Craigo

7. Staff Presentation: Legislative and HUD Update – Tricia Tasto

8. Staff Presentation: Community Development Foundation – Thomas White

9. Public Comments: The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.



Regular Agenda

10. **Housing Commission Travel Policy**
Recommendation: Approve Housing Commission Travel Policy (APPROVE)
11. **Accept Resident Opportunities and Self-Sufficiency Resident Service Delivery Models Program Funds from the U.S Department of Housing and Urban Development (ALL DISTRICTS)**
Recommendation: Recommend approval for the Executive Director to accept from the U.S. Department of Housing and Urban Development (HUD) a Resident Opportunities and Self-Sufficiency Resident Service Delivery Models Program (ROSS Program) grant of \$400,000 to implement a three-year supportive services program to promote independent living for up to 1,529 elderly and disabled persons who reside at 14 conventional public housing sites, identified in Attachment A, and authorize related actions. (APPROVE)
12. **Approve Vacant Unit Preparation Services Contracts for the Cleaning and Painting of Vacant Housing Authority Units (ALL DISTRICTS)**
Recommendation: Recommend approval of the award of Vacant Unit Preparation Services Contracts to the 12 contractors identified in Attachment A, and authorize the Executive Director to execute the Contracts, in the total amount of \$415,100, for the cleaning and painting of vacant public housing and other assisted housing units; authorize the Executive Director to execute amendments to the Contracts for an additional one-year of services, for a total amount not exceeding \$415,100; and authorize the Executive Director to increase the aggregate amount of the Contracts by \$62,265 for each year of services for unforeseen project costs. (APPROVE)
13. **Approve an Agreement to Negotiate Exclusively with Selected Developers for the Purchase, Rehabilitation and Operation of Ujima Village (2)**
Recommendation: Approve a one calendar year Agreement to Negotiate Exclusively between the Housing Authority and the Los Angeles Community Design Center, a California non-profit public benefit corporation, and The Related Companies of California, a California limited liability company (Developers), for negotiation of a Management Agreement and a Disposition and Development Agreement for Ujima Village, a multifamily housing development located at 941 East 126th Street, in unincorporated Willowbrook. (APPROVE)
14. **Housing Commissioner Comments and Recommendations for Future Agenda Items.**
Housing Commissioners may provide comments or suggestions for future agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at Marisol.Ramirez@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, February 23, 2005

The meeting was convened at the Housing Authority's main office located at 2 Coral Circle, Monterey Park, California 91755.

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Henry Porter, Jr. at 12:21 p.m.

ROLL CALL

Present

Absent

Chris Amegatcher

X

Severyn Aszkenazy

X

Philip Dauk

X

Treneatra Farmer

X

Lynn Caffrey Gabriel

X

Sharon M.Y. Lowe

X

Andrew Nguyen

X

Henry Porter, Jr.

X

PARTIAL LIST OF STAFF PRESENT:

Bobbette Glover, Assistant Executive Director

Rebecca Craigo, Director, Assisted Housing Division

Marie Quon-Hom, Assistant Director, Assisted Housing Division

Maria Badrakhan, Director, Housing Management Division

Arlene Black, Manager, Housing Management Division

Carolina Romo, Manager, Housing Management Division

Esther Keosababian, Assistant Director, Housing Management Division

GUESTS PRESENT:

Rachel Surls, Director, Cooperative Extension

Ray Grabinski, Governmental Relations Coordinator, Cooperative Extension

Reading and Approval of the Minutes of the Previous Meetings

On Motion by Commissioner Gabriel, seconded by Commissioner Farmer, the Minutes of the Regular Meeting of January 23, 2005, were approved with the following correction: The meeting was called to order by **Chair Henry Porter, Jr.** at 12:29 p.m.

Agenda Item No. 4 - Report of the Executive Director

This report was presented by Bobbette Glover with staff participation.

Bobbette Glover announced that the new Youth in Focus 2005 Calendars have been distributed to the Housing Commissioners. Photographs taken by program participants will be displayed at the Hall of Administration, Department Head Meeting Room. Copies of the County's Annual Report have also been distributed.

New legislation has been introduced that challenges the County's receipt of Industry Funds for redevelopment purposes. Ms. Glover will provide regular updates.

The Parents of Watts has withdrawn its appeal on the proposal selection related to Ujima Village. A full presentation on Ujima Village will be provided at a future meeting.

The grand opening of Nueva Maravilla's Teen Center has been postponed, possibly to the end of March or the beginning of April 2005.

Publication of Housing Commission meeting dates in the Tenant Talk newsletter was discussed. It was determined that such wide publicity would not be desirable because large crowds cannot be accommodated at the meetings due to limited space. The Housing Authority website will announce meeting dates, times and locations.

Esther Keosababian announced that the Housing Authority has received a Health Resources and Services Administration grant of \$150,000 to provide case management and counseling for Harbor Hills residents. A Resident Opportunities and Self-Sufficiency Resident Service grant of \$400,000 has also been received to help elderly and disabled persons live independently.

Agenda Item No. 5 – Staff Presentation: Quarterly Contract Status Report

Robert Romanowski presented the Quarterly Contract Status Report.

Commissioner Porter reported back on safety requirements related to the installation of electrical receptacles in an upside down position. This requirement is not currently part of the County or City of Los Angeles codes, but it will in the future be introduced for inclusion as part of the State Administrative Code, which governs hospitals and childcare facilities. Mr. Porter cautioned staff that after "plan checks" are completed, inspectors do not have the right to impose additional requirements that are not part of existing codes.

Agenda Item No. 6 – Presentation: University of California Cooperative Extension Program

Rachel Surls provided a power point presentation on the University of California Cooperative Extension Program that provides programs for residents at various Housing Authority sites.

Agenda Item No. 7 – Public Comments

No members of the public were in attendance.

Regular Agenda

On Motion by Commissioner Dauk, seconded by Commissioner Gabriel and unanimously carried, the following was approved by the Housing Commission:

**APPROVE AWARD OF CONSTRUCTION CONTRACT TO REPLACE 220 SHEDS AT
HARBOR HILLS HOUSING DEVELOPMENT
AGENDA ITEM NO. 8**

1. Recommend that the Board of Commissioners find that demolishing 220 existing sheds and erecting new sheds on the existing concrete pads at the Harbor Hills housing development, located at 26607 S. Western Ave., in the City of Lomita, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract (Contract), in the amount of \$431,134, to Ryco Construction, Inc. (Contractor) to complete the above work; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$196,020 in Community Development Block Grant (CDBG) funds allocated to the Fourth Supervisorial District, and a total of \$235,114 in Capital Fund Program funds, for the purpose described herein; and authorize the Executive Director to approve Contract change orders not exceeding \$86,227 for unforeseen project costs, using Capital Fund Program funds.

On Motion by Commissioner Gabriel, seconded by Commissioner Farmer and unanimously carried, the following was approved by the Housing Commission:

**APPROVE AGREEMENT FOR THE PURCHASE OF 1,153 WALL FURNACES FOR
1,104 PUBLIC HOUSING UNITS (4, 5)
AGENDA ITEM NO. 9**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute an Agreement for the Purchase of Wall Furnaces, and all related documents, with Air Cold Supply-A

Ferguson Enterprise, in the amount of \$363,203.65, for the purchase of wall furnaces for the Carmelitos housing development located at 761 Via Carmelitos, Long Beach; the Foothill Villa housing development, located at 2423 Foothill Boulevard, La Crescenta; the Harbor Hills housing development, located at 26607 South Western Avenue, Lomita; and the Orchard Arms housing development, located at 23410 Wiley Canyon Road, Valencia.

2. Recommend the Board of Commissioners authorize the Executive Director to use a total of \$363,203.65 in previously approved Community Development Block Grant (CDBG) Float Loan funds, for the purposes described herein.

On Motion by Commissioner Gabriel, seconded by Commissioner Farmer and unanimously carried, the following was approved by the Housing Commission:

APPROVE FISCAL YEAR 2005-2006 ANNUAL PLAN (ALL DISTRICTS)
AGENDA ITEM NO. 10

1. Recommend that the Board of Commissioners approve the attached Annual Plan for Fiscal Year 2005-2006 (the Annual Plan), as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, and the Section 8 Tenant-Based Program Administrative Plan.
2. Recommend that the Board of Commissioners adopt and instruct the Chair to sign the attached Resolution approving the Annual Plan for submission to HUD, and authorizing the Executive Director of the Housing Authority to take all actions required for implementation of the Annual Plan.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute all documents required to receive from HUD a total of \$6,340,254 in Capital Fund Program funds for resident programs, operating costs, and the rehabilitation of 2,365 housing units at 17 Conventional Public Housing Program developments throughout Los Angeles County, as described in the Annual Plan.
4. Recommend that the Board of Commissioners authorize the Executive Director to incorporate into the Annual Plan all public comments received and approved for inclusion by your Board; and authorize the Executive Director to submit the Annual Plan to HUD by April 17, 2005.

On Motion by Commissioner Gabriel, seconded by Commissioner Dauk and unanimously carried, the following was approved by the Housing Commission:

**AWARD ONE-YEAR AGREEMENTS TO PROVIDE COPIER PAPER, SPECIALTY PAPER AND MISCELLANEOUS PRINTING SUPPLIES (ALL DISTRICTS)
AGENDA ITEMS NO. 11**

1. Recommend that the Board of Commissioners approve the expenditure of an aggregate of up to \$125,400 for copier paper, specialty paper and miscellaneous printing supplies provided to the Housing Authority under the attached one-year Copier Paper, Specialty Paper and Miscellaneous Printing Supplies Agreements (Agreements), with two, one-year extensions, between the Community Development Commission of the County of Los Angeles and Keldon Paper Company and Kirk Paper, Packaging & Graphics (Vendors).
2. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to transfer to the Commission up to \$125,400 for its share of copier paper, specialty paper and miscellaneous printing supplies received from the Vendors under all three years of the Agreements, if fully extended, comprised of approximately \$27,000 for the first year, \$48,000 for the second year and \$50,400 for the third year, and to use for this purpose funds included in the Housing Authority's approved Fiscal Year budgets.
3. Recommend that the Board of Commissioners approve the expenditure of additional funds up to a maximum aggregate of \$10,930 for all three years of the Agreements, if fully extended, for any unforeseen costs and projects; and authorize the Executive Director of the Housing Authority to transfer to the Commission up to \$10,930 for this purpose, using the same source of funds described above.

On Motion by Commissioner Gabriel, seconded by Commissioner Farmer and unanimously carried, the following was approved by the Housing Commission:

**APPROVE AWARD OF CONSTRUCTION CONTRACT FOR FLOORING REPLACEMENT AT THE CARMELITOS SENIOR HOUSING DEVELOPMENT (4)
AGENDA ITEM NO. 12**

1. Recommend that the Board of Commissioners find that replacement of carpet in the breezeways with rubber tiles and the replacement of the carpet and vinyl composition tile (VCT) in the senior community center with new VCT at the Carmelitos senior housing development, located at 761 and 817 Via Carmelitos in the City of Long Beach, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.

2. Recommend that the Board of Commissioners approve the award of a Construction Contract (Contract), in the amount of \$131,725, to HM Carpet, Inc. (Contractor) to complete the above work; and authorize the Executive Director of the Housing Authority to execute the Contract and all relate documents, to be effective upon issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board authorize the Executive Director to use a total of \$131,725 in Community Development Block Grant (CDBG) funds allocated to Fourth Supervisorial District; and authorize the Executive Director to approve Contract change orders in an amount not to exceed \$26,345 for unforeseen project costs, using \$18,925 in CDBG funds \$7,420 in Capital Funds.

On Motion by Commissioner Dauk, seconded by Commissioner Farmer and unanimously carried, the following was approved by the Housing Commission:

APPROVE AWARD OF CONSTRUCTION CONTRACT FOR BUILDING
IMPROVEMENTS AT THE VILLA NUEVA RENTAL HOUSING CONSTRUCTION
PROGRAM HOUSING DEVELOPMENT (1)
AGENDA ITEMS NO. 13

1. Recommend that the Board of Commissioners find that completion of dwelling structure improvements at the Villa Nueva Rental Housing Construction Program (RHCP) family housing development, located at 658-676 South Ferris Avenue, in unincorporated Los Angeles County, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract, in the amount of \$244,231, to CWS Systems, Inc. to complete improvements at the subject property; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$244,231 in Community Development Block Grant (CDBG) funds allocated to the First Supervisorial District, for the purposes described herein; and authorize the Executive Director to approve Contract change orders not exceeding \$17,848 for unforeseen project costs, using the same source of funds.

On Motion by Commissioner Farmer, seconded by Commissioner Gabriel and unanimously carried, the following was approved by the Housing Commission:

**APPROVE CONSTRUCTION CONTRACT FOR ROOFING REPLACEMENT AT SIX
HOUSING DEVELOPMENTS IN UNINCORPORATED LOS ANGELES (1, 2)
AGENDA ITEM NO. 14**

1. Recommend that the Board of Commissioners find that roofing replacement at six family housing developments, located in unincorporated Los Angeles County and identified in Attachment A, are exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract, in the amount of \$116,277.77, to Cooper Roofing Services, Inc., to complete roofing replacement at the subject properties; and authorize the Executive Director of the Housing Authority to execute the Construction Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$116,277.77 in Capital Fund Program funds allocated by the U.S. Department of Housing and Urban Development (HUD).
4. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract change orders in an amount not to exceed \$29,069.44 for unforeseen project costs, using Capital Fund Program funds.

Agenda Item No. 15 – Housing Commissioner Comments and Recommendations for Future Agenda Items.


Discussion took place regarding the availability of music and other enrichment programs for Housing Authority residents and tenants. While no funding is available for this purpose, tickets have been donated in the past for music and sporting events. Commissioner Gabriel offered to obtain free tickets for orchestral performances.

It was decided that the Board of Supervisors would be asked to help by donating tickets and providing other support, and that formal acknowledgement of past contributions would be made. Staff will prepare letters to the Board members for signature by Commissioner Porter.

The next scheduled meeting of the Housing Commission will be held at Noon on Wednesday, March 23, 2005, at the Palm Apartments, 959 Palm Avenue, West Hollywood, CA 90069.

On Motion by Commissioner Farmer, the Regular Meeting of February 23, 2005, was adjourned at 2:25 p.m.

Respectfully submitted,


CARLOS JACKSON
Secretary -Treasurer

FOR YOUR INFORMATION ONLY

Press-Telegram

www.prsstelegram.com

Long Beach, California

SATURDAY, MARCH 12, 2005

Giving a green thumbs up



University of California President Robert Dynes, above, speaks Friday with Agricultural Project coordinator Manuel Cisneros about the community garden in the Carmelitos public housing project. At right, Yvonne Savio, the program's manager, share ideas about fresh peas. The garden benefits residents and counteracts the negative stereotypes associated with public housing developments, Dynes said.

Brittany Murray / Press-Telegram

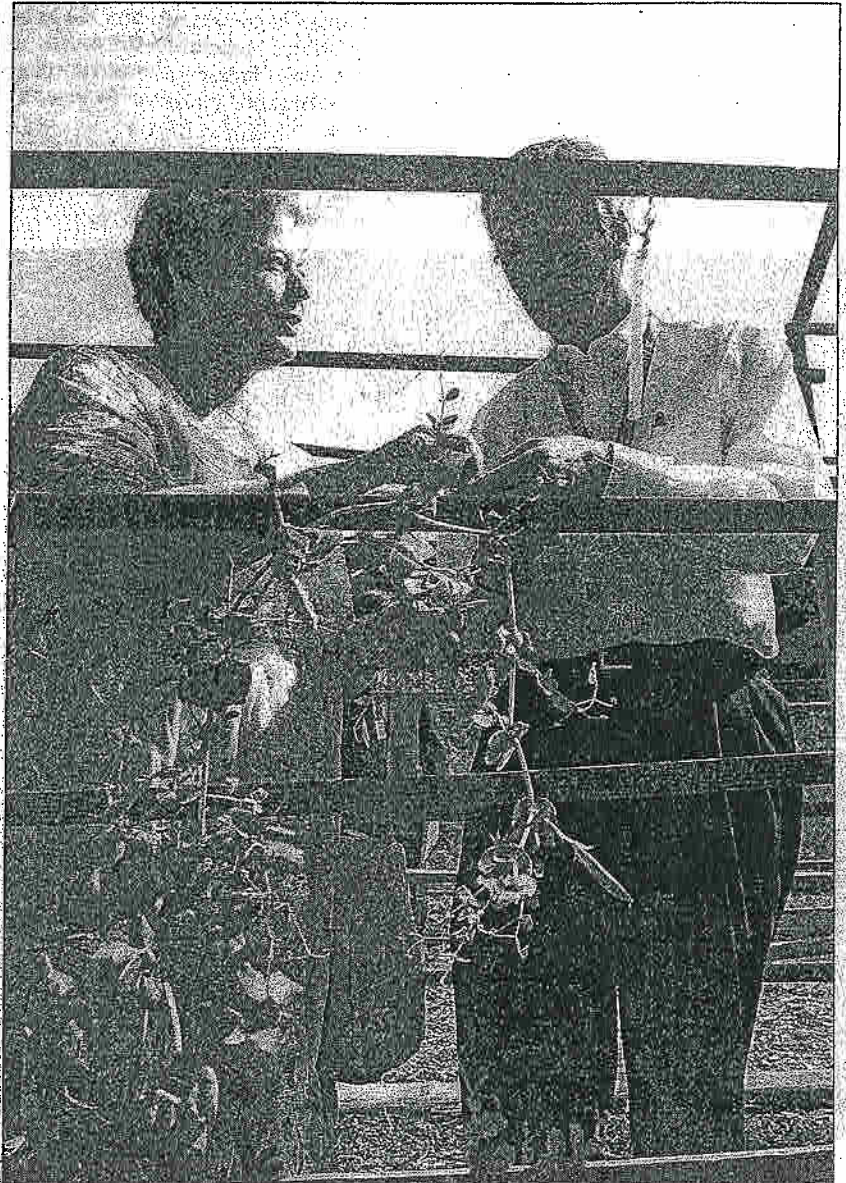
By Kevin Butler
Staff writer

LONG BEACH — University of California President Robert C. Dynes admired the fruit, palm trees and other vegetation Friday at a county community garden located across the street from the Carmelitos public housing complex.

Dynes toured the six-acre "Growing Experience," a partnership between the Los Angeles County Community Development Commission and UC Cooperative Extension that trains Carmelitos residents on methods of landscaping and growing fresh food.

The garden benefits residents and counteracts the negative stereotypes associated with public housing developments, Dynes said.

"This looks like a community where people are proud of their com-



munity, and it shows," he said.

A wide variety of fruits and vegetables are grown in the garden, including figs, peaches, avocados, peas and lemons.

The UC Cooperative Extension program provides master gardeners to train residents in horticulture.

Earlier in the day, Dynes participated in a UC course at the housing complex about ways to prepare economical and healthy meals.

Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

March 23, 2005

TO: Housing Commissioners

FROM: Rebecca L. Craig, Director
Assisted Housing Division

SUBJECT: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM

FSS Program Update

For the month of February, FSS completed 17 contracts for the Section 8 Housing Choice Voucher (HCV) program with the effective date of January 2005.

FSS awarded three educational scholarships to FSS participants to assist with their college tuition for Fall 2005. Bus passes were also provided for five working families to assist them with their commute to work or school. In addition, job referrals were provided to 4 participants.

On February 16, 2005, FSS staff attended a meeting to finalize the planning of the Southeast Area Social Services Funding Authority's (SASSFA) *Partners for Progress 3rd Annual Resource Fair*. The date is confirmed for Wednesday, March 16, 2005 from 10 am to 1 pm in the City of Whittier. FSS and the Community Resource Center (CRC) will share a booth to provide information and resource services under the Community Development Commission (CDC) of the County of Los Angeles. The CRC has enriched the City of Whittier by providing after school programs for the youth, assists low-income families with health referrals and hosts various classes for Tri-Cities Regional Occupational Program (ROP). FSS were sent flyers to 30 FSS participants and 592 Section 8 HCV participants who reside in the City of Whittier.

Graduations

This month, 1 family graduated from the FSS program. The total number of graduates to date is 132.

If you have any questions, please call me at (562) 347-4880.

RLC:MF:CL:dt
Commissionreport02.05

Housing Authority - County of Los Angeles

March 16, 2005

FOR YOUR INFORMATION ONLY

To: Each Deputy

From: Carlos Jackson, Executive Director

SUBJECT: FY 2005-2006 ANNUAL PLAN UPDATE

This is to provide you with the policy changes proposed after the submittal of the Annual Plan Board Letter in December and the draft Motion for the proposed changes. Additionally, comments received during the public comment period, which extended from December 29, 2004 to February 11, 2005 are provided below.

PROPOSED POLICY CHANGES

SECTION 8 MAINSTREAM SET-ASIDE

In the Annual Plan Board Letter, the Housing Authority proposed to establish a set-aside for the Mainstream Program to subsidize up to 50 existing participants with disabilities. In 1998, the Housing Authority was awarded a Mainstream Program grant for 100 units with an obligation of 5 years, which expired in 2003. However, as a result of new language regarding Mainstream Program funding located in a subsequent Appropriations bill, the Housing Authority is now required to continuously provide rental assistance for up to 100 Mainstream Program participants. Therefore, it is no longer necessary for the Housing Authority to establish a set-aside for the Mainstream Program.

SECTION 8 CRIMINAL BACKGROUND SCREENING STANDARDS

Currently, the Housing Authority's admission policy for the Section 8 Housing Choice Voucher Program denies admission if applicants or household members have not completed parole or probation, but is silent regarding the reason for parole or probation. Based on comments submitted by three Community-Based Organizations (CBOs); Shelter Partnership, Beyond Shelter, and Rio Hondo Temporary Home, and a subsequent meeting with Shelter Partnership, the Housing Authority is proposing to modify and clarify this policy.

The CBOs recommended removing parole and probation as a factor that would prohibit admissions to better accommodate homeless clients that have come into contact with the criminal justice system, and to increase access to housing benefits for homeless persons. While the Housing Authority believes that it is important to continue to review parole and probation status as part of its admissions policy, it is reasonable to modify this policy regarding more minor offenses.

For parole and probation status, the Housing Authority would deny admission if the underlying crime and/or criminal history is directly related to the screening standards including drug-related criminal activity, violent criminal activity, and other criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises or immediate vicinity. Applicants on parole or probation exclusively for more minor offenses that would include trespassing, shoplifting, or driving without a license, for example, would not be denied admission for that reason.

It is possible that the CBOs may attend the Annual Plan Public Hearing on March 22, 2005 to address their concerns. Attached are copies of the letters submitted by the agencies and the HACoLA's responses. Additionally, the Housing Commissioners submitted the following comments:

PUBLIC COMMENTS

I. Annual Plan

Admissions Preferences

Comment: Preferences for veterans – page 20 gives a #2 rank, page 25 gives a #3 rank. Under the Conventional Public Housing Program – chapter 3; Part II C (General Occupancy Developments (p31-32) veterans are given a fourth priority.

Response: The veteran preference ranked #2 on page 20 is for the Public Housing Program and the veteran preference on page 25 is for the Section 8 Program. For public housing, veterans who live and/or work in unincorporated Los Angeles County are given a second priority admissions preference in both the Admissions and Continued Occupancy Policy (ACOP) and the Annual Plan. The fourth priority in the ACOP is for Veterans that do not live or work in unincorporated Los Angeles County.

Demolition and Disposition

Comment: Page 35. Why are the disposition boxes checked instead of the demolition?

Response: The Disposition box is checked because the Amalia units are being sold not demolished. The U.S. Department of Housing and Urban Development (HUD) defines this as disposition. On January 22, 2004,

HUD's Special Applications Center approved the Disposition application of the 461-463 ½ Amalia Avenue housing development.

Community Service Requirement

Comment: Page 46. Why isn't compliance monitored on a monthly or at least quarterly basis? Too little too late 30 days before lease renewal.

Response: The Community Service requirement hours are verified only at the annual recertification for the following reasons:

1. There is an administrative burden involved in monitoring the requirement on a monthly/quarterly basis,
2. Many residents complete their required number of hours in a concentrated time frame, and
3. If a resident does not begin to take responsibility for themselves, it hinders their move towards self-sufficiency.

If residents do not comply with the requirement, they have the opportunity for a grievance hearing and the option to enter into an Agreement with the Housing Authority to complete their Community Service hours before their lease expires. Agreements have worked well for residents and gives them another chance.

II. Section 8 Administrative Plan

Housing Quality Standards and Inspections

Comment: Page 83, section 10.3.11 bullet #3. TRP and drainpipe 6 inches above the floor must be present. Drainpipe from TRP cannot terminate inside, must terminate outside of the building within 6 inches of the ground.

Response: The Housing Authority is required to comply with Housing Quality Standards (HQS) established by HUD. These standards require that a hot water heater must be operable and accessible, and have either a temperate-pressure relief valve or a pressure relief valve. As a safety measure Housing Authority also requires that either type of valve have a drainpipe facing downward and ending no more than six inches above the floor, which is part of the Los Angeles County Code. The code also requires the drainpipe from the TRP terminate outside of the building. However, this only applies to new hot water heaters.

Comment: Does the inspector verify a current business license for apartments with five or more units?

Response: The HQS does not require verification of a current business license for apartments with five or more units.

Comment: Does the inspector verify the posting of the health department regulation card? Owners were given a card to post in a visible location containing a health department phone number and other information.

Response: In accordance with HQS, Housing Authority is not required to verify posting of health department regulation cards.

III. Public Housing Admissions and Continued Occupancy Policy

Exceptions to Minimum Rent

Comment: Immediately granting the exception until investigated and a ruling rendered may create a financial hardship on tenant if exception is not granted and catch-up is required.

Response: A resident on minimum rent of \$50, has the right to request, in writing, an exception to the minimum rent due to a financial hardship. In this instance the minimum rent requirement is immediately suspended as mandated by HUD regulations, until the 'hardship' circumstances can be verified. If the Housing Authority determines that a resident requesting the minimum rent exception does not in fact have a financial hardship, the resident must repay the rent not paid during the temporary "hardship" period. The repayment policy is consistent with family debts to the Housing Authority on Chapter 14 of the ACOP.

Full Time Student

Comment: Need verification on number of credits completed with passing grades. Many students drop out before semester or quarter ends.

Response: The HUD regulations for the determination of a full-time student status only requires a verification at the annual recertification that a resident is attending school or vocational training on a full-time basis. Full-time student status is not conditional on passing grades or courses completed. If a full-time student reduces his classes to less than full-time status, he is to report the change to the Housing Authority immediately. Changes not reported will be verified at the next annual recertification.

Each Deputy
March 16, 2005
Page 5

Rent Payments

Comment: Aren't we scheduled to switch to automatic payments from checking and saving accounts?

Response: With the Lockbox rent paying system in place, the resident must mail their rent payment directly to the Bank of America Postal Office Box. There is no system in place where the resident's rent can be paid automatically from a checking or savings account.

Should you have any further questions, please contact me at (323) 890-7400 or Rebecca L. Craigo, Assisted Housing Director at (562) 347-4880.

RLC:DA:dt

Attachment

MOTION BY SUPERVISOR BURKE

In accordance with the Quality Housing and Work Responsibility Act of 1998, the Housing Authority is required to complete an Annual Plan that identifies program goals, major policies, and financial resources for both the Conventional Public Housing and Section 8 Tenant-Based Programs.

The U.S. Department of Housing and Urban Development (HUD) has clarified federal regulations that now require changes to the Annual Plan presented on today's agenda. In addition, as a result of the public comments received by three Community-Based Organizations, the Housing Authority has revised its admission policy, also affecting the Annual Plan.

In the Annual Plan Board Letter, the Housing Authority proposed to establish a set-aside for the Section 8 Mainstream Program to subsidize up to 50 existing families with disabilities. In 1998 the Housing Authority was awarded a Mainstream Program grant for 100 units with an obligation of five years, which expired in 2003. However, HUD is now requiring that the Housing Authority continuously provide rental assistance for up to 100 Mainstream Program participants. Therefore, it is no longer necessary for the Housing Authority to establish a set-aside for the Mainstream Program.

Currently the Housing Authority's admission policy for the Section 8 Program denies admission if applicants or household members have not completed parole or probation, but is silent regarding the reason for parole or probation. To better accommodate homeless clients on parole or probation, the Housing Authority has modified the policy to allow minor offenses. Applicants on parole or probation exclusively for minor offenses, examples of which include trespassing, shoplifting, or driving without a license, would not be denied admission for that reason.

I, THEREFORE, MOVE THAT THE BOARD:


Instruct the Executive Director of the Housing Authority to amend the current Annual Plan to exclude the set-aside for up to 50 existing Mainstream Program participants and to include exceptions to the Section 8 admission policy for applicants on parole or probation exclusively for minor offenses.

MOTION

Burke
Yaroslavsky
Knabe
Antonovich
Molina

Housing Authority - County of Los Angeles

March 23, 2005

TO: Each Housing Commissioner
FROM: Bobbette Glover, Assistant Executive Director


SUBJECT: TRAVEL POLICY

The attached Housing Commission Travel Policy has been revised to address questions raised at the January meeting. The changes appear in ***bold italics***, and are summarized below.

Corporate Rates

Currently, the County does not have corporate accounts, nor does it issue blanket purchase orders for car rentals or leases. County employees rarely lease or rent vehicles, because they rely on fleet vehicles. However, if the need arises, bids are solicited and/or vehicles are provided as part of a travel package.

The Commission/Housing Authority also does not have corporate accounts, because of the low volume of usage. In order to qualify for a special rate, the Enterprise rental car company estimated that we would have to rent between 10-12 vehicles per month. In order to receive discount rates for national travel, we would have to spend approximately \$100,000 for 200 leased cars per year. Our needs are substantially less, and are unlikely to increase in the near future.

The attached policy includes Section IV, Travel Arrangements, and Section VII, Car Size and Upgrades, to provide for use of corporate rates if at some future time they become applicable.

Insurance Coverage

Section VII, includes Rental Car Insurance, requiring the purchase of collision waiver insurance and automobile liability insurance when renting vehicles for Housing Authority business.

Use of Limousines

Language is included in Section VIII, Ground Transportation, indicating that limousines can be used for transportation to and from airports; however, Housing Commissioners will be required to pay the difference between the cost of the limousine and more economical forms of transportation.

March 23, 2005
Housing Commission Travel Policy
Page 2

Frequent Flyer Miles

The County allows individual employees to retain frequent flyer program benefits. However, participation in these programs must not influence flight selection that would result in incremental cost to the County beyond the lowest available airfare, as defined in the policy. Similar language is now included in the attached policy under Section VIII, Frequent Flyer Miles.

Approval of the attached policy is required prior to implementation.

LOS ANGELES COUNTY HOUSING COMMISSION TRAVEL POLICY

I. PURPOSE

The purpose of this policy is to provide guidelines for travel by Housing Commissioners when conducting Housing Commission business. The policy defines permissible travel and describes procedures such as travel requests and approvals, travel arrangements and expense reimbursements.

II. BACKGROUND

Section 2.75.080, Expenses, of the Los Angeles County Code provides for Housing Commissioners to be reimbursed for actual and necessary expenses when required to travel in the performance of their duties, including transportation, meals and lodging.

The Board of Supervisors sets the standards for permissible travel and reimbursements, which are subject to change annually. The Executive Director administers travel policies approved by the Board of Supervisors and adopted for use by the Housing Authority. The Executive Office of the Housing Authority is responsible for coordinating travel plans and reconciling expenses.

III. PERMITTED TRAVEL

Housing Commissioners are reimbursed for travel expenses when as part of their duties they are required to attend meetings, conferences, special events and other functions. Reimbursements are also provided for travel related to education and training to enhance the effectiveness of the Housing Commissioners.

Travel for Housing Commission Meetings. Honoraria and mileage reimbursements are provided for each Housing Commission meeting actually attended. The Executive Office processes these monthly reimbursements, based on the approved rates.

Other Travel for the Housing Commission. The Executive Director approves all non-routine travel, including attendance at out-of-town conferences, workshops and training seminars, legislative hearings and other special functions. The Executive Office is responsible for making travel arrangements and reconciling expenses.

IV. TRAVEL ARRANGEMENTS

The Executive Office will make arrangements for approved travel, including registration fees, airline tickets, rental car reservations, hotel reservations, travel advances and other related expenses. However, Housing Commissioners may request permission to make their own arrangements, and submit receipts to the Executive Office at the end of the trip. Travel costs may not exceed the limits established by the Board of Supervisors. ***Corporate rates should be utilized, if available.***

Travel Expenses. Travel reimbursement rates are published periodically by the Board of Supervisors, and are available from the Executive Office.

Travel Advances. The Executive Office will arrange for travel advances to provide for out-of-pocket expenses, including meals, lodging, transportation and other expenses not paid for in advance by the Housing Authority. Travel advances are based on rates approved by the Board of Supervisors.

Travel Expense Reconciliation. Immediately following the conclusion of a trip, the Executive Office will prepare and transmit to the Housing Commissioner a Travel Expense Report for signature. This signature certifies that all claimed expenses were incurred in connection with Housing Commission business. Only legitimate travel-related expenses can be claimed (e.g. meals, taxi fare to a meeting location, etc.). Reimbursements are not provided for expenses unrelated to the purpose of the trip (e.g. tee shirts, souvenirs, and other non-essential items).

The signed Travel Expense Report and all receipts must be submitted to the Executive Office within five (5) days after the form is received to enable prompt travel expense reconciliation.

VI. TRAVEL BY PERSONAL VEHICLE

Housing Commissioners may use personal vehicles and receive mileage reimbursements for approved travel to attend meetings and other Housing Authority-related functions.

Proof of Automobile Liability Insurance

At the time of initial appointment to the Housing Commission, and thereafter in April of each year of tenure, Housing Commissioners shall

provide the Executive Office with proof of automobile insurance coverage, as required under the Financial Responsibility Laws of the State of California.

During the period of appointment, Housing Commissioners shall be responsible for immediately notifying the Executive Office of any changes in driver's license status or insurance coverage that could negatively impact the Housing Authority (e.g. cancellation of insurance, driver's license suspension or revocation, arrest for driving under the influence of alcohol or illegal substances, etc.).

Mileage and Parking Reimbursements. Mileage and parking reimbursements are processed by the Executive Office, and may not exceed rates approved by the Board of Supervisors. The Executive Office will calculate mileage on the Internet and process monthly reimbursements for regular meeting attendance. Reimbursements for attendance at special meetings and other events must be in writing, and require valid receipts.

Use of Cellular Telephones. Housing Commissioners shall refrain from using cellular telephones while operating a vehicle on Housing Commission business. When placing or receiving calls, or when conversing by cellular telephone, drivers are required to pull over to a safe location in order to avoid distractions that might endanger the driver or others. This requirement also applies to when cellular hands-free equipment is in use.

Housing Commissioners should carefully read the cellular telephone owner's manual for safety instructions, such as avoiding placement of cellular telephone equipment near air bags, etc.

Housing Commissioners will be responsible for cellular telephone charges, unless the calls are made in the performance of Housing Commission business, and the purpose of the call(s) can be verified.

Please see Section VII below for additional information.

VII. TRAVEL BY RENTAL CAR

Rental cars may be used when it is necessary based on the requirements of the trip (e.g. when traveling out-of-town and a vehicle is necessary to attend a meeting), and when the cost will not exceed other transportation modes such as taxis, airport limousines and airport shuttles.

Rental Car Arrangements. When required, the Executive Office will reserve a rental car as part of the trip arrangements. Housing Commissioners may request permission to rent vehicles and pay by personal credit card or cash, and submit receipts to the Executive Office at the end of the trip.

Cellular Telephone Equipment. The renting of vehicles with cellular telephones is not permitted, unless the equipment is provided at no additional cost. Housing Commissioners will be responsible for cellular telephone charges, unless the calls can be verified as related to Housing Commission business.

Car Size and Upgrades. When traveling alone, only mid-size or smaller cars can be rented, based on need. The class of service may be upgraded one level under the following circumstances: when two or more Housing Authority representatives are traveling together; when the rental car can be upgraded at no extra cost; or when there is a pre-approved medical reason (i.e. drivers with disabilities).

When picking up the rental car, Housing Commissioners should check for any promotional rates, last-minute specials or free upgrades that could reduce the cost. In addition, corporate rates should be used when applicable.

Rental Car Inspections and Accidents. At the time of rental, the car should be inspected and detailed notations regarding any damage written on the contract before the vehicle is accepted. In the event of an accident, the driver should notify the Executive Office, rental car company, and the local authorities as required.

Rental Car Insurance. When renting a vehicle for Housing Commission business, both Collision Waiver Insurance and Automobile Liability Insurance (highest limits available) should be purchased from the rental car company. If a rental car company does not offer automobile liability insurance, it is preferable to use another company that offers this coverage.

VIII. TRAVEL BY AIRLINE

Airlines may be used for authorized travel on behalf of the Housing Commission.

Airline Arrangements. The Executive Office makes airline arrangements for approved travel. Housing Commissioners may request permission to purchase their own tickets and submit receipts to the Executive Office at the end of the trip.

Reservations should be made as early as possible to take advantage of purchase discounts. Care should be taken to book the most economical flight available, taking into account interim stops, changing planes, and other logistical factors that could impact the cost. Total costs cannot exceed approved limits.

Coach Class and Upgrades. All air travel must be in coach class. Upgrades at the expense of the Housing Authority are not permitted, unless the upgrade is necessary for efficiency of travel (e.g. avoiding long delays or stopovers), or for other reasons approved by the Executive Office. Housing Commissioners may elect to upgrade seating for any reason if it is at their own expense.

Ground Transportation To and From Terminals. Housing Commissioners traveling to the same location should share ground transportation to and from the airport whenever possible. The most economical mode of transportation shall be used to and from airports, bus and rail terminals. The following modes of transportation should be considered: buses, subways, taxi; hotel and airport shuttle services; and personal car.

Housing Commissioners may elect to hire a limousine for transportation; however, they will be required to pay the difference between the cost of the limousine and more economical forms of transportation.

Frequent Flyer Miles. Housing Commissioners may retain frequent flyer program benefits. However, participation in these programs must not influence flight selection that would result in incremental cost to the Housing Authority beyond the lowest available airfare, as defined in this policy under Airline Arrangements.

IX. TRAVEL BY TRAIN

The Executive Office will make arrangements for train travel when the cost will not exceed the cost of coach airfare for the same destination(s), based on rates approved by the Board of Supervisors. Housing Commissioners may request permission to make these arrangements, and submit receipts to the Executive Office for reimbursement.

X. OTHER PROVISIONS

The Housing Commission shall comply with all applicable travel policies and procedures approved by the Board of Supervisors and adopted for use by the Housing Authority.

END



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • www.lacdc.org • TTY: 323.838.7449



Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

March 23, 2005

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**ACCEPT RESIDENT OPPORTUNITIES AND SELF-SUFFICIENCY RESIDENT
SERVICE DELIVERY MODELS PROGRAM FUNDS FROM THE U.S. DEPARTMENT
OF HOUSING AND URBAN DEVELOPMENT (ALL DISTRICTS)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners authorize the Executive Director to accept from the U.S. Department of Housing and Urban Development (HUD) a \$400,000 grant of Resident Opportunities and Self-Sufficiency Resident Service Delivery Models Program (ROSS Program) funds to implement a three-year supportive services program to promote independent living for up to 1,529 elderly and persons with disabilities who reside at the 14 conventional public housing sites identified in Attachment A.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute all documents required for receipt of the grant, and to incorporate the funds into the Housing Authority's approved 2004-2005 Fiscal Year budget.
3. Recommend that the Board of Commissioners authorize the Executive Director to prepare and execute contracts with multiple community organizations and service providers, and to fund a program coordinator position, in a combined total amount not to exceed \$400,000, to assist in implementation of the program, in accordance with HUD requirements, following approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to authorize the Housing Authority to accept from HUD \$400,000 in ROSS Program funds to implement a comprehensive supportive services program that promotes independent living for the elderly and persons with disabilities who reside in 14 conventional public housing sites.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The \$400,000 grant provided by HUD will be matched by over \$600,000 in in-kind services from community organizations and service providers.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

In July 2004, the Housing Authority submitted a funding application to HUD under the 2004 ROSS Elderly and Persons with Disabilities Program. For Fiscal Year 2004, \$2.8 million was available for this program through a nationally competitive awards process.

In February 2005, HUD awarded to the Housing Authority the maximum grant amount of \$400,000. Approximately \$280,000 of the grant award will be used to enter into service contracts with various community organizations and service providers selected through a request for proposal process. The selected organizations will provide recreation activities, home assistance, mental health assessments, money management and fraud prevention services, transportation assistance, translation services, home-delivered meal programs, case management, health care follow-up, and other related activities.

The remaining \$120,000 will be used to fund a three-year staff position responsible for program implementation and coordination. This program will build upon and expand the existing 2003 ROSS Program for the Elderly and Persons with Disabilities, for which HUD awarded \$300,000 to the Housing Authority in 2004.

This letter has been reviewed by County Counsel.

ENVIRONMENTAL DOCUMENTATION:

This project is exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations Part 58, Section 58.34(a)(4), because it involves public service activities that will not have a physical impact on or result in any physical changes to the environment. The activities are not subject to the provisions of the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

Honorable Housing Commissioners
March 23, 2005
Page 3

IMPACT ON CURRENT PROGRAMS:

The grant will enable the Housing Authority to implement programs and services that promote independent living and an improved quality of life for the elderly and persons with disabilities.

Respectfully submitted,


for CARLOS JACKSON
Executive Director

CJ:ajm:Ross_Elderly 05

Attachment: 1

ATTACHMENT A
ROSS PROGRAM SITES

LARGE SITES

CARMELITOS

700-1100 Via Wanda
900 Via Carmelitos
Long Beach, CA 90805

HARBOR HILLS

26607 S. Western Ave.
Lomita, CA 90717

NUEVA MARAVILLA

4919 Cesar E. Chavez Ave.
Los Angeles, CA 90022

LOMITA MANOR

24925 Walnut Street
Lomita, CA 90717

NORTH COUNTY

FOOTHILL VILLA

2423 Foothill Blvd.
La Crescenta, CA 91214

ORCHARD ARMS

23410-23540 Wiley Canyon Rd.
Valencia, CA 91355

SOUTH COUNTY

SOUTHBAY GARDENS

230 E. 130th St.
Los Angeles, CA 90061

WEST COUNTY

WEST KNOLL APTS.

838 West Knoll Dr.
West Hollywood, CA 90069

PALM APTS.

959 Palm Ave.
West Hollywood, CA 90069

MARINA MANOR I

3401 Via Dolce
Marina Del Rey, CA 90292

MARINA MANOR II

3405 Via Dolce
Marina Del Rey, CA 90292

EAST COUNTY

WHITTIER MANOR

11527 Slauson Ave.
Whittier, CA 90606

HERBERT AVE.

133 Herbert Ave.
Los Angeles, CA 90063

FRANCISQUITO VILLA

14622 Francisquito Ave.
La Puente, CA 91746



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Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

March 23, 2005

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**APPROVE VACANT UNIT PREPARATION SERVICES CONTRACTS FOR THE
CLEANING AND PAINTING OF VACANT HOUSING AUTHORITY UNITS
(ALL DISTRICTS)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that the Vacant Unit Preparation Services Contracts (Contracts) for the cleaning and painting of vacant public housing and other assisted housing units (vacant units) are exempt from the California Environmental Quality Act (CEQA), as described herein, because the services will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute one-year Contracts, in substantially the form of the attached, and all related documents, with the contractors identified in Attachment A, to perform Countywide cleaning and painting of vacant units on an as-needed basis, prior to occupancy by new and transferring Housing Authority residents, to be effective following approval as to form by County Counsel and execution by all parties, and to use for this purpose a maximum aggregate amount of \$415,100 included in the Housing Authority's approved Fiscal Year 2004-2005 budget.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the time of performance for one additional year, and to use for this purpose \$415,100 to be included in the Housing Authority's approved budget through the annual budget process.



4. Recommend that the Board of Commissioners authorize the Executive Director to execute Contracts, in substantially the form of the attached, and all related documents, with additional qualified contractors who, during the ongoing bid process, submit bids in conformance with the bid requirements, to ensure sufficient numbers of contractors to meet the vacant unit preparation needs.
5. Recommend that the Board of Commissioners authorize the Executive Director to increase the aggregate amount of the Contracts by \$62,265 for each year of services for any unforeseen, needed unit preparation services, using the same source of funds described above.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to award Contracts to provide for the cleaning and painting of the Housing Authority's vacant units, on an as-needed basis.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The maximum amount for both years of the Contracts, if extended, will be \$830,200. The first year of services under the Contracts will not exceed a maximum aggregate amount of \$415,100, using funds included in the Housing Authority's approved Fiscal Year 2004-2005 budget. After the first year, the Contracts may be extended for an additional year at the same maximum aggregate amount of \$415,100, using funds to be approved through the annual budget process.

A 15 percent contingency, in the maximum aggregate amount of \$62,265 per year, is also being set aside for unforeseen, needed vacant unit preparation services.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Housing Authority currently contracts for vacant unit preparation services with the contractors identified in Attachment A using multiple-year contracts. The proposed one-year Contracts will replace the existing multiple-year contracts and maintain the Countywide geographical coverage. After the initial one-year term, the Contracts may be amended to extend the time of performance for one additional year, at the sole discretion of the Housing Authority.

The Contracts define the major terms and conditions under which contractors will provide services. On an as-needed, unit-by-unit basis, contractors will be retained to thoroughly clean and paint vacant units prior to occupancy by new and transferring

Housing Authority residents. Contractors will receive compensation based on a fee schedule established by the Housing Authority, which varies according to unit size and configuration.

To ensure the Housing Authority has access to a sufficient number of contractors to meet the vacant unit preparation needs, authority is requested for the Executive Director to execute Contracts with additional qualified contractors who, during the ongoing bid process, submit bids in conformance with the bid requirements.

The proposed services are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) or the General Relief Opportunity for Work (GROW) Programs implemented by the County of Los Angeles. Instead, the contractors identified in Attachment A must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contracts will be effective following approval as to form by County Counsel and execution by all parties.

ENVIRONMENTAL DOCUMENTATION:

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35(b)(3), this action is exempt from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The project is exempt from CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS:

On December 29, 2003, the Housing Authority initiated an outreach to identify qualified contractors to provide vacant unit preparation services. Notices of the availability of the Request for Bids (RFB) were mailed to 54 contractors identified from the Housing Authority's vendor list. Announcements appeared in nine local newspapers and on the County's WebVen website. Due to the lack of adequate vendor response, on April 26, 2004, the Housing Authority performed a second and ongoing outreach to identify additional contractors to provide vacant unit preparation services.

Honorable Housing Commissioners
March 23, 2005
Page 4

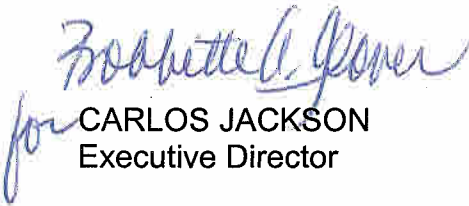
A total of ten bids were received by the first submission deadline of January 26, 2004, and an additional five bids were received following the outreach that opened in April 2004. The 15 bids were evaluated, and based on conformance with the RFB requirements, the 12 contractors identified in Attachment A are being recommended for inclusion on a list of contractors to be utilized on a project-by-project, as-needed basis for cleaning and painting of vacant units administered by the Housing Authority.

The Summary of Outreach Activities is provided in Attachment B.

IMPACT ON CURRENT PROGRAMS:

The Contracts will ensure that vacant units are thoroughly cleaned and painted for new and transferring Housing Authority residents.

Respectfully submitted,


for CARLOS JACKSON
Executive Director

CJ:vac_Unit_Prep-final

Attachments: 2

ATTACHMENT A

VACANT UNIT PREPARATION SERVICES PROPOSED CONTRACTORS

Allied Industries, Inc. DBA Allied Environmental Services

America Carpet Beauty & Maintenance Co.

American Allseasons Maintenance

Angeles Contractor

Bell Home Improvement

Bigol Services, Inc.

Boe Enterprises

Fix Painting Company

Luna Janitorial Services

Renteria Contracting Co.

RGE Painting Contractor, Inc.

Villasenor Painting

ATTACHMENT B

CONTRACTS FOR VACANT UNIT PREPARATION SERVICES

Summary of Outreach Activities

On December 29, 2003, the following outreach was initiated to identify qualified contractors to provide Countywide vacant unit preparation services for the Housing Authority. Due to the lack of adequate response, on April 26, 2004, the Housing Authority initiated a second and ongoing outreach to identify additional contractors to provide vacant unit preparation services.

A. Newspaper Advertising

RFB announcements appeared in the following nine local newspapers:

Acton/Agua Dulce News	Los Angeles Sentinel
Antelope Valley News	Los Angeles Times
Eastern Group Publications	Long Beach Press Telegram
International Daily News	Wave Community Newspapers
La Opinion	

The announcement was also posted on the County's WebVen website.

B. Distribution of Bid Packets

The Housing Authority's vendor list was used to mail the Request for Bids (RFB) to 54 contractors, of which 46 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). RFB packets were distributed to 19 firms responding to the newspaper advertising and notices of availability. During the second and ongoing outreach, 53 RFB packets have been distributed.

C. Bid Results

On January 26, 2004, a total of ten bids were received and publicly opened. Six contractors indicated they are minority- and/or female-owned. The bids were reviewed and seven contractors were found qualified and were issued contracts. Three contractors were disqualified due to lack of a painting license and/or required insurance. Since the second outreach began in April 2004, five additional contractors have submitted bids, all of which indicated they are minority- and/or female-owned. All five were found qualified and issued contracts.

Contractors will receive compensation based on a fee schedule established by the Housing Authority, which varies according to unit size and configuration.

D. Qualified Contractors

1. Contractors submitting bids following first outreach:

America Carpet Beauty & Maintenance Co.*
 American Allseasons Maintenance**
 Angeles Contractor*
 Bigol Services, Inc.*
 Fix Painting Company
 Luna Janitorial Services*
 Villasenor Painting*

2. Contractors submitting bids following second outreach:

Allied Industries, Inc. DBA Allied Environmental Services*
 Bell Home Improvement*
 Boe Enterprises**
 Renteria Contracting Co.*
 RGE Painting Contractor, Inc.*

* Minority-owned

**Minority/Female-owned

E. Minority/Female Participation – Firms Selected

<u>Firm Name</u>	<u>Ownership</u>	<u>Employees</u>
Allied Industries, Inc. DBA Allied Environmental Services	Minority	34 Total 6 Minorities 24 Women 18% Minorities 71% Women
America Carpet Beauty & Maintenance Co.	Minority	8 Total 6 Minorities 2 Women 75% Minorities 25% Women
American Allseasons Maintenance	Minority/ Female	25 Total 20 Minorities

		3 Women 80% Minorities 12% Women
Angeles Contractor	Minority	64 Total 64 Minorities 4 Women 100% Minorities 6% Women
Bell Home Improvement	Minority	3 Total 3 Minorities 0 Women 100% Minorities 0% Women
Bigol Services, Inc.	Minority	12 Total 10 Minorities 2 Women 83% Minorities 17% Women
Boe Enterprises	Minority/ Female	5 Total 4 Minorities 1 Woman 80% Minorities 20% Women
Fix Painting Company	Non-Minority	9 Total 3 Minorities 0 Women 33% Minorities 0% Women
Luna Janitorial Services	Minority	6 Total 3 Minorities 3 Women 50% Minorities 50% Women
Renteria Contracting Co.	Minority	6 Total 5 Minorities 1 Woman 83% Minorities 17% Women

RGE Painting Contractor, Inc.	Minority	2	Total
		2	Minorities
		0	Women
		100%	Minorities
		0%	Women
Villasenor Painting	Minority	4	Total
		4	Minorities
		0	Women
		100%	Minorities
		0%	Women

The Housing Authority encourages the participation of minorities and women in the contract award process, including: providing information about the Housing Authority at local and national conferences; conducting seminars for minorities and women regarding the Housing Authority's programs and services; advertising in newspapers to invite placement on the vendor list, and mailing information to associations which represent minorities and women. The above information has been voluntarily provided by the firms.

The recommendation to award the Vacant Unit Preparation Contracts to the above Contractors is being made in accordance with federal regulations, and without regard to race, creed, color, gender, or sexual orientation.



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Commissioners

Carlos Jackson
Executive Director

March 23, 2005

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, CA 91755

Dear Commissioners:

**APPROVE AN AGREEMENT TO NEGOTIATE EXCLUSIVELY WITH
SELECTED DEVELOPERS FOR THE PURCHASE,
REHABILITATION AND OPERATION OF UJIMA VILLAGE (2)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners approve and authorize a one calendar year Agreement to Negotiate Exclusively (Agreement), presented in substantially final form, between the Housing Authority and the Los Angeles Community Design Center, a California non-profit public benefit corporation, and The Related Companies of California, a California limited liability company (Developers), for negotiation of a Management Agreement and a Disposition and Development Agreement (DDA) for Ujima Village, a multifamily housing development located at 941 East 126th Street, in unincorporated Willowbrook.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute the Agreement, to be effective following approval as to form by County Counsel and execution by all parties.
3. Recommend that the Board of Commissioners authorize the Executive Director, at his discretion, to modify the terms of the Agreement to increase the negotiating period by up to a maximum of 360 calendar days, to be effective following approval as to form by County Counsel and execution by all parties.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to authorize the Housing Authority to negotiate exclusively with the Developers the terms of a Management Agreement and a DDA, for the purchase, rehabilitation and operation of Ujima Village, a multifamily housing development in unincorporated Willowbrook.

FISCAL IMPACT/FINANCING:

There is no fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On September 9, 2003, the Board approved the issuance of a Request for Qualifications (RFQ) to identify a developer to purchase, rehabilitate and operate Ujima Village. On February 20, 2004, the Housing Authority issued the RFQ. On March 29, 2004, ten proposals were received, all of which were subject to a threshold review, consisting of furnishing evidence of requisite property management and development experience, and submission of all required documentation. Eight proposals passed this initial review and were submitted for technical scoring, which involved evaluation of the experience of the developer, contractor, architect and property management company of each Proposer, in accordance with the terms of the RFQ. As part of the process, the Proposers were given the opportunity to appeal the scores they received.

On September 7, 2004, based on the evaluation of the statements of qualifications and adjudication of appeals, an Independent Review Panel, comprised of representatives from the Housing Authority, the Ujima Village Resident Council and the Housing Commission, selected the top three scoring proposals to proceed to the next phase of consideration. Each Proposer was further assessed based on a background and reference check, site visits to two of its previous projects, and an interview.

A second meeting of the Independent Review Panel was held on December 9, 2004, to evaluate the information gathered in the background and reference checks and site visits, and to interview Proposers. Each Proposer was again scored, with the Developers receiving the highest score. Proposers were again granted an opportunity to appeal the scores from the second phase of the evaluation process. One appeal was submitted. After the staff addressed the appeal, the Proposer withdrew, with no further action.

The Agreement will enable the Developers and the Housing Authority to negotiate a Management Agreement and DDA for the management, rehabilitation and ownership of Ujima Village, a 300-unit multifamily housing development. Discussions will include identification of parameters for management services, and purchase price and other consideration to be paid to the Housing Authority by the Developers. The Agreement does not commit the Housing Authority to a particular course of action.

The Housing Authority may, during the negotiating period, hold public meetings to gather additional input from the community. The Developers will also be a part of any public meetings that are held. The Management Agreement will be submitted to the Commission for consideration prior to July 1, 2005. The DDA will be submitted to the Commission upon conclusion of negotiations, but not later than two years from the date of the Agreement.

This letter has been reviewed by County Counsel.

ENVIRONMENTAL DOCUMENTATION:

The Agreement does not commit the Housing Authority to a particular course of action, and is not subject to the requirements of the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA). All CEQA and NEPA environmental review requirements must be completed prior to signing a DDA committing the Housing Authority to this project.

IMPACT ON CURRENT PROJECT:

The Agreement will allow the Housing Authority to negotiate terms of a Management Agreement and a DDA with the Developers, which will ultimately improve affordable rental housing stock in the County.

Respectfully submitted,


CARLOS JACKSON
Executive Director

CJ:mr:Ujima_ANE 3_10_05

Attachment: 1

UJIMA VILLAGE
AGREEMENT TO NEGOTIATE EXCLUSIVELY
by and between
HOUSING AUTHORITY
OF THE COUNTY OF LOS ANGELES
and
LOS ANGELES COMMUNITY DESIGN CENTER
and
THE RELATED COMPANIES OF CALIFORNIA

[200] Negotiations

[201] Good Faith Negotiations

HACOLA and the Developers agree during the Negotiation Period set forth above to negotiate diligently and in good faith to prepare the Property Management Agreement and DDA for execution by the Developers and for submission and approval by the Board of Commissioners, in the manner set forth herein with respect to the rehabilitation of the Site as referenced in Section 301 herein. HACOLA agrees, for the Negotiation Period, not to negotiate with any other person or entity regarding property management, rehabilitation or transfer of the Site. During the term of this Agreement, except as provided in the RFQ, HACOLA shall keep confidential all information, plans, projections, and reports provided to HACOLA by the Developers in connection with the review, evaluation and rehabilitation of the Site and shall not disclose any such material to any third party, except to the extent required by law, without the express written consent of the Developers.

In the event at any time during the Negotiation Period the Developers do not negotiate diligently and in good faith as determined by HACOLA in its reasonable discretion, HACOLA shall give written notice, with a description of the failure and an explanation of the actions needed to cure, thereof to the Developers who shall then have thirty (30) calendar days to negotiate in good faith to the reasonable satisfaction of HACOLA. Following the receipt of such notice and the failure of the Developers to thereafter negotiate in good faith within said thirty (30) calendar days, this Agreement may be terminated upon written notice by HACOLA. In the event of such termination by HACOLA, HACOLA shall retain the Deposit and any interest earned thereon.

Except as provided in the preceding paragraph, upon termination of this Agreement on or before the expiration of the Negotiation Period (which may include any authorized extension of the original one year period), neither party shall have any further rights against or liability to the other under this Agreement.

If a Property Management Agreement and DDA are approved and executed by HACOLA and the Developers, these agreements shall thereafter govern the rights and obligations of the parties with respect to the property management, transfer of ownership and substantial rehabilitation and shall supersede this Agreement.

[300] Development Concept

[301] Scope of Property Management and Development

The first component of the negotiations between the Developers and HACOLA shall be for the property management of the Site. The Parties shall enter into a Property Management Agreement, which will identify the parameters of the property management services.

The second component of negotiations between the Developers and HACOLA shall be for the transfer of ownership and substantial rehabilitation that the Developers will propose for the Site.

and it shall be to the satisfaction of HACOLA in its sole discretion.

[700] Pre-development Activities by the Developers

[701] Public Participation

During the Negotiation Period, HACOLA may hold public meetings to obtain community comment on the proposed substantial rehabilitation. As requested by HACOLA, the Developers shall attend such public meetings and be prepared to report on the status of the proposed substantial rehabilitation and respond to questions and comments by the community.

[702] Inspections

Developers will be granted the right to inspect the Site to perform their due diligence. A three-day notice will be provided to residents and HACOLA before each inspection.

[703] Findings, Determinations, Studies and Reports by the Developers

Upon reasonable notice, as requested by HACOLA in its sole discretion, the Developers shall provide written progress reports to HACOLA on any matters, including plans and studies, if any, related to the Site.

[704] Reimbursements

In the event the negotiations are not successful, HACOLA agrees to reimburse the Developers for out-of-pocket expenses, paid to a third party for project-related studies or reports so long as Developers obtain approval from HACOLA prior to incurring cost, and provide documentation of the out-of-pocket expenses to the satisfaction of HACOLA. In no event should HACOLA's reimbursement, under this section, exceed \$100,000. Any project-related documentation will become the property of HACOLA.

[800] HACOLA

[801] Office of HACOLA

The principal office of HACOLA is:

Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, CA 91755
ATTENTION: Taufiq K. "Syed" Rushdy, Director
Housing Development and Preservation Division

The Director of the Housing Development and Preservation Division is HACOLA's authorized representative to administer and implement this Agreement, subject to any appropriate approvals of the Executive Director and/or Board of Commissioners.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date and year first written above.

**LOS ANGELES
COMMUNITY DESIGN CENTER**
a California nonprofit public
benefit corporation

BY: _____
Robin Hughes, Executive Director

**HOUSING AUTHORITY OF THE COUNTY
OF LOS ANGELES**

BY: _____
Carlos Jackson, Executive Director

**THE RELATED COMPANIES
OF CALIFORNIA, LLC**
a California limited liability company
by The Nicholas Company, Inc.,
a Delaware Corporation, its Managing Member

BY: _____
Bill Witte, President

APPROVED AS TO FORM:
Raymond G. Fortner, Jr.
County Counsel

BY: _____
Deputy